

**Superior Court of California
County of San Diego**

**Department 65 Policies and Procedures
(effective 10/20/03)**

Honorable Joan M. Lewis, Presiding

Department 65 Staff

Bailiff:	
Court Clerk:	Regina Lindsey-Cooper
Calendar Clerk:	Scott E. Seyler
Staff Attorney:	Lisa Ferrari
Reporter:	Jackie Plummer
Phone Numbers:	Courtroom 685-6025 Calendar 685-6018

General. Counsel is expected to be on time for all scheduled hearings. If, for any reason, you find you will be late for an appearance, please contact this department at **685-6025**.

Ex Parte. Ex parte appearances are by reservation only on Tuesday, Wednesday, and Thursday at 8:30am. Check-in time is 8:15am. **Personal appearance is mandatory.** Counsel may obtain reservations by contacting the Calendar Clerk at **685-6018**. If you find that you will not be appearing after reserving your date, please contact the department to cancel. Parties must provide a written proposed order with every ex parte application.

Law and Motion. Noticed motion hearings are by reservation only, Friday at 8:30am. Counsel may obtain a reservation by contacting the Calendar Clerk for this department at **685-6018**. **Personal appearance is mandatory. If no party appears, the tentative ruling will be deemed the order of the court.**

This department may issue tentative rulings for law and motion matters. Counsel may obtain tentative rulings by calling **531-3690** after 4:00pm on the day immediately preceding the noticed hearing date. If neither party appears on the date and at the time noticed for the hearing, the tentative ruling shall be adopted as the final ruling of the court. Parties wishing to argue before the court must appear on the date and at the time noticed for the hearing. Oral Argument is limited to issues not addressed in the papers submitted. Failure to file a timely motion and/or opposition papers may constitute a waiver of the right to orally argue.

Discovery Motions. Prior to the filing of ANY discovery motion, the moving party is required to appear ex parte in this Department to seek leave to file such motion.

Case Management Conferences. Case management conferences are held on Friday mornings, as designated by the court. Each party shall prepare and file a Case Management Statement at this hearing.

Trial Readiness Conferences. Trial Readiness Conferences are heard Friday at 10:00am, unless otherwise designated by the court. Counsel are required to be present. Compliance with local Rule 2.15 is required by the court.

Trial Call. Trial calls are heard Friday, at 9:00am, unless the Court designates otherwise. Trial counsel is to be present. The Court will advise counsel when they may be expected to begin trial.

Court trial hours are Monday through Thursday, 9:00am to 12:00 noon and 1:30pm to 4:30pm. Unless otherwise ordered.

Special Settlement Conferences. Parties can reserve a Special Settlement Conference by calling the Calendar Clerk at **685-6018**. Counsel shall file a Special Settlement Conference Statement (Sup. Ct. Form 347). Settlement briefs are to be NO MORE THAN 3 pages and received by the court FIVE days prior to the settlement conference.

Telephonic Appearance. To request a telephonic appearance, counsel is to submit a written request no later than five days prior to the hearing requested. Counsel is to file a new request each time they wish to appear telephonically. Request for appearance by phone shall only pertain to Case Management Conferences, Certificate Hearings and Follow Up Conferences. Upon review of the request, the Court may, in its discretion deny the request.

Failure of the Parties or their counsel to comply with any portion of the policies and procedures in Department 65 may result in sanctions. Policies established by this department shall not be modified or avoided by stipulation, without leave of court.